

Policy/Procedure Name:		Parent Portal – Issuing of Password and Consent to issue a Password	
Policy/Procedure Number:		SMT069	
Date of Approval:		27th October 2017	
Effective Date:		September 2017	
Revised Date:		September 2019	
Review by Date:		September 2021	
Policy/Procedure Author:		Head of Quality	
Policy/Procedure Owner:		Principal	
Management Committee Approved By:		SMT	
Governor Committee (where appropriate) Approved By:		Not applicable	
For Action By:		Tutors, Business Systems, School and College Office, Head of Safeguarding, Alton College Co-ordinator	
For Information to:		All students, All parents, All staff	
Approval requested to upload on the Treloar Website:		Yes <input checked="" type="checkbox"/> (tick if requested)	
Who is carrying out EIA?	SMT	Date of EIA?	12 <sup>th</sup> October 2017
Have we shown due regard for the 9 protected characteristics within the policy/procedure?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Are all opportunities to promote equality taken within the policy/procedure?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Refer Policy/Procedure to EDI Co-ordinator for further assessment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

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### 1. Policy/ Procedure Aim

- To provide guidance on the process of providing parents/guardians with passwords to the parent portal
- How to gain consent from student for a password to be provided to their parents/guardians

### 2. Policy/Procedure Details

#### School

##### Under 16

- The parents/guardians of all School students who are under 16 (see exception below) will be routinely issued with a Parent Portal user name and password within 1 month of the student starting at Treloar's by the Business Systems team. Parents will receive this information via an encrypted email.
- An exception to the above rule is any student who is a Looked After Child (LAC). Permission to send parents/guardians of LAC students must be authorised by the Head of Safeguarding. Business Systems will contact Head of Safeguarding to gain permission before issuing any passwords for these students

##### Over 16

- Students 16 or over (see exception below regarding students who do not have capacity to give consent) when starting at Treloar School will be issued with a **'Consent to allow my parents/guardians access to my Parent Portal page form'** (appendix a) within the first few weeks of School by the School and College office via Form Tutors. Forms when completed will be scanned and stored in the students Y drive by the School and College office and sent to the Business Systems team. The outcome of the consent form will be recorded on Databridge by the Business Systems team under Student Data on the Consents Tab. Business systems will then send a user name and password out to the relevant parents/guardians via an encrypted email.
- Students who turn 16 whilst at Treloar School. On an annual basis the Business system team will send a list of all the students who have or will soon be turning 16 to the School and College Office. The School and College office will issue the 'Consent to allow my parents/guardians access to my Parent Portal page form' to those students via Form Tutors (see exception below regarding students who do not have capacity to give consent). If the student gives consent no action is required. However, if the student decides they do not wish to continue to allow their parent/guardian to access the Parent Portal the Business Systems team will deactivate the parent/guardian's account. A letter will be sent to the parent/guardian from the Head of Technology explaining that their account has been deactivated, as their child/young person has no longer given their consent/permission for it to be shared.

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## College

- All College students will be issued with a 'Consent to allow my parents/guardians access to my Parent Portal page' form within first few weeks of College by the School and College office via Personal tutors. Forms when completed will be scanned and stored in the students Y drive by the School and College office and sent to the Business Systems team. The outcome of the consent form will be recorded on Databridge by the Business Systems team in the under Student Data on the Consents Tab. Business systems will then send a user name and password out to the relevant parents/guardians via encrypted email.
- An exception to the above is those students who are flagged up on Caresys as having a mental capacity assessment – see instructions below

## Alton College

- In addition to consenting for their parents/guardians to have access to the Parent Portal, Treloar students studying at Alton College also need to give permission for their parent/carers to be sent an Insights (Alton College Information System) password.
- Forms will be issued by the Alton College Co-ordinator within the first few weeks of starting at Alton College – see appendix B
- Completed forms need to be scanned and stored in the students Y drive folder.
- The Alton College Co-ordinator will provide a list of which students have given their consent to the Alton College MIS department

## Students who do not have capacity to give consent

- Students who are 16 or over who are flagged up on Caresys as having a mental capacity assessment should be referred to Head of Safeguarding who will either:
  - Decide if the student can make a decision on whether they give consent or not for their parents/guardians to have access to their portal page – if this is the case a form will be issued in the normal way
  - If the Head of Safeguarding feels there is uncertainty about their capacity to make an informed decision about giving their consent he/she will ask the relevant MDT to arrange an assessment and the assessor (who will vary from student to student) will make a best interest decision. The outcome of this decision will be communicated to Business Systems, who will enter the information onto Databridge. If the decision was to issue a password/user name, one will be issued by Business Systems

## Recording of who has given consent and which parent/guardians have accounts

- Whether a password has been issued will be recorded By Business Systems

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- Whether a consent has been given on the Y Drive under the Business Systems area.
- This will be recorded by Business Systems on Databridge under Student Data and the Consents Tab
- Completed consent forms need to scanned and stored in their individual file on the Y drive by the School and College Office

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### 3. Implications of Policy/Procedure

#### 3.1 Training Requirements

#### 3.2 Communication Requirements

How will the Policy/procedure be communicated:	Sharepoint Team meetings
Who will ensure the above communication is carried out::	Head of Technology School and College Office Manager Head of School Head of College
Do the changes made to this policy/procedure affect any other policies/procedures? If yes, has this been communicated to the policy/procedure author/owner	No

#### 3.3 Inclusive communications

If you require this document in an alternative format, such as large print, audio description or a colour background, please contact Jo Cox at [jo.cox@treloar.org.uk](mailto:jo.cox@treloar.org.uk)

#### 3.4 Other Implementation Requirements

### 4. Monitoring and Review

- Reports of parent portal usage
- Parent portal audits

### 5. Links to other related policies, procedures or documents (internal)

- Parent engagement strategy

### 6. Further sources of information (external)

NA

### 7. References

NA

### 8. Definitions

NA

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## 9. Revision History

Listed below is a brief audit trail, detailing amendments made to this policy procedure in last 4 years

Page/para No.	Brief description of the change(s)	Change made by	Date
	New policy		
P3	Removal of LAC references for college students	JH	02/09/2019

### IMPORTANT NOTES:

It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.

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## **Appendix A**



### **Permission for parental/guardian access to my details on the Databridge Parent Portal**

Please indicate below whether you agree to the above or not.

On the portal your parents/guardians will be able to view your ILP achievements, attendance and timetable. It will also be a way for your tutor and others, to communicate with your parents/guardians and provide updates of what you are doing, how you are progressing and achieving, possibly with photographs. Please cross through as below.

**I consent** to my parents/guardians having access to the Treloar Parent Portal

or

**I do not** consent to my parents/guardians having access to the Treloar Parent Portal

Signed:

Print:

Date:

**Once completed please return this form to the School and College Office**

Appendix B –



**Alton College Students only**  
**Permission for parental/guardian access to my details on the Alton College Insights system**

Please indicate below whether you agree to the above or not.

On the Insights your parents/guardians will be able to view your progress in your different subjects/qualifications at Alton College.

Please cross through as below.

**I do/do not** consent to my parents/guardians having access to my Insights information.

Signed:

Print:

Date:

**Once completed please return this form to the School and College Office**

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